


KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD

(A Government of Kerala Undertaking)

63/3466, Udaya Nagar Road, Gandhi Nagar, Kochi -682020.

Tel: 0484 2203614/2206841, Fax 2206848

www.ksinc.in , keralashipping@gmail.com – CIN -U61200KL1975SGC002755

No. A-534/2023

Dated 02.03.2023

Applications are invited for the Post of Company Secretary

1	Name of the post	Company Secretary
2	No. of vacancies and nature of appointment	One - Permanent
3	Qualification and experience	Associate/ Fellow Membership of the Institute of Company Secretaries of India. Preference will be given to candidates possessing ACA / CMA / LLB. Minimum two years experience as Company Secretary in a reputed Company.
4	Pay and allowances	Rs.22360 – 37940 (As per 2009 Pay Revision) Gross emoluments at the beginning comes to – Rs.58,208/-
5	Age limit	Not more than 36 years. Age relaxation is applicable to OBC, SC / ST and Backward communities.
6	Job profile:	To handle the Secretarial and legal matters of the company.
7	Selection Process:	Received applications will be screened and shortlisted based on Qualification, experience etc. Short listed candidates will be called for interview. A written test also may be conducted at the discretion of the company.

Apply with a copy of your bio-data and details of your experience in the relevant areas (*Please avoid submitting unnecessary and irrelevant details*). The applications shall be submitted to:

**Managing Director,
Kerala Shipping and Inland Navigation Corporation Limited,
63/3466, Udaya Nagar Road,
Gandhi Nagar, Kochi 20, Kerala.**

E-mail applications shall be sent to the mail id keralashipping@gmail.com only.

Last date of receipt of application is 20.03.2023.

Sd/-
Managing Director